

**Redevelopment Agency of the City of Brentwood
Health & Safety Grant Program**

708 Third Street, Brentwood, CA 94513
(925) 516-5187 Fax: (925) 516-5407

TO: Brentwood Resident

FROM: Donald Kwong, Senior Redevelopment Analyst

RE: Application Instructions - Health & Safety Grant Program

Thank you for your inquiry in the Redevelopment Agency of the City of Brentwood (Agency) Health and Safety Grant Program (Program). Please find the attached application form for the Program.

Application Process and Instructions

1. Complete Grant Application

The Agency needs to verify income of all household members eighteen and older. If you can furnish proof that household members between the ages of 18 and 23 are full-time students, their incomes do not have to be included.

For **every adult household member living in the home**, please provide copies, if applicable, with your signed application of the following:

- A. Copy of most recent Federal Tax Form (1040)
- B. Two (2) most recent paycheck stubs
- C. Verification of regular taxable and non-taxable income such as: Social Security, Disability, AFDC, unemployment, Pension/annuity etc.
- D. Verification of other regular monthly income
- E. Verification of disability

If you have your own business, include copies of your most recent two consecutive years of tax returns e.g. 2003 and 2004. If you have automatic deposit for Social Security or for any other regular monthly income, your most recent bank statement may be submitted. Attached are the current income eligibility guidelines.

- 2. Review and sign the Hold Harmless Agreement.
- 3. Review and sign the Lead-Based Paint Notification for homes built prior to 1978.
- 4. Return completed application, Hold Harmless Agreement, Lead-Based Paint Notification and documentation to:

MAILED: Brentwood Redevelopment Agency 708 Third Street Brentwood, CA 94513-1364	DELIVERED: Brentwood Redevelopment Agency 104 Oak Street Brentwood, CA 94513-1364
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After receipt of your application, the process is as follows:

- Applicant will be notified if the Grant has been approved or denied.
- If approved, Program staff will arrange a Home Inspection for the applicant.
- Program staff will select a qualified contractor.
- Contractor will obtain permits, if necessary, for the work.
- Program staff will arrange a final inspection by City staff.
- Contractor is paid by the Agency.

If you have any questions about the program, please call me at (925) 516-5187. Thank you.

GRANT APPLICATION CHECKLIST

- ☐ Completed and signed application
- ☐ Picture ID
- ☐ Completed and signed Hold Harmless Agreement
- ☐ Signed Lead-Based Paint Attachment (as applicable – homes built prior to 1978)
- ☐ Proof of Income (consisting of one or more of the following items):
 - ☐ Copy of most recent Federal Tax Form (1040), two (2) most recent if self employed
 - ☐ Two (2) most recent paycheck stubs
 - ☐ Most recent bank statement
 - ☐ Verification of regular taxable and non-taxable income such as: Social Security, Disability, AFDC, unemployment, Pension/annuity etc.
 - ☐ Verification of other regular monthly income
 - ☐ Verification of disability
 - ☐ Other Income Verification